

## *GENERAL GRANT GUIDELINES AND APPLICATION PROCESS*

The Arlington Tomorrow Fund is a permanent endowment, created for the City of Arlington and its community. In its discretionary grant making program, the Arlington Tomorrow Foundation is particularly interested in exploring opportunities that fit within specific predefined areas of guidelines set forth in the Foundation's fund goals – (see Grant Areas, Pages 3 – 5). Organizations will be invited to apply if their operation makes an effort to address the most compelling needs in the greater Arlington area. To this end, the Foundation is soliciting grant seekers to submit Letters of Inquiry (LOI) regarding projects or initiatives consistent with the following criteria:

- Grantee organizations and their partners have the capacity to deliver an effective program with results.
- Program outcomes are results-oriented, defined, and measurable.
- Collaboration, as warranted, is meaningful with responsibilities clearly defined among the partners.
- The program has the potential to become sustainable or a replicable model.

Lower priority is given to projects that do not meet the above criteria. Such projects may be considered for funding, if the projects are consistent with the Foundation's general grant guidelines.

Organizations must apply for grants for a specific project. Projects can qualify for grants in more than one category if applicable.

- A separate application must be submitted in each category (duplicate forms are acceptable)
- When applying for more than one grant in multiple categories for a specific project, please identify the other grants you have or will be applying for

Organizations may apply for grants for two consecutive years, but if awarded in both years they may not apply again for two years.

Grant seekers are strongly encouraged to consult with the Executive Director at the Foundation prior to submitting a Letter of Inquiry.

## Who may apply

Grants are made only to nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code and, on occasion, to governmental agencies. Organizations without tax exempt status may partner with an existing 501(c)(3) organization and jointly submit a grant application. Geographically, funding is limited to projects that will significantly improve the lives of people living in The City of Arlington. Applying organizations will be required to provide evidence of an active, engaged board of directors, sound financial management and capability to carry out the proposed projects or to partner with an organization that can fulfill those requirements.

## When to apply

Letters of Inquiry are accepted and reviewed on a quarterly basis according to the grant cycle. After reviewing LOIs, the Arlington Tomorrow Foundation Board will direct the Foundation's Executive Director to invite selected applicants to submit full proposals for consideration. The Foundation Board makes funding decisions for each project area biannually. Mandatory workshops will be conducted quarterly to assist organizations, who have been invited to apply, in completing the application forms.

## Grant Cycles

First Quarter	<i>LOIs are reviewed for:</i> Neighborhoods Fund  <i>Applications are reviewed for:</i> Quality, Culture, Leisure and Learning Opportunities Fund
Second Quarter	<i>LOIs are reviewed for:</i> Quality, Culture, Leisure and Learning Opportunities Fund  <i>Applications are reviewed for:</i> Neighborhoods Fund

LOIs are due two weeks prior the quarterly Foundation Board meeting at which time they will be reviewed

Fiscal Year 2007-2008 Application Timetable

<u>Program</u>	<u>LOIs Due</u>	<u>Proposals Invited</u>	<u>Full Proposal s Due</u>	<u>Board Meeting</u>
Quality, Culture, Leisure and Learning Opportunities Fund Project Areas	9/24/07	10/8/07	11/16/07	1/07/08
Neighborhood Fund Project Areas	12/24/07	1/07/08	2/15/08	4/06/08

### **Procedure for Submitting a Letter of Inquiry (LOI)**

Letters of Inquiry must be received in the Foundation's offices no later than 5:00 p.m. on the deadline date listed in the Application Timetable. Only one copy is needed. Letters of Inquiry must include the following:

- A brief statement of the issues to be addressed, and of your organization's involvement with these issues,
- A brief summary of the activities for which you are requesting support, including an outline of your objectives and anticipated outcomes, and a list of potential partners if applicable,
- The population and geographic targeted areas of your program(s),
- The planned starting date and duration of the proposed activities,
- The total amount of funding needed, the amount requested from the Arlington Tomorrow Foundation, and the sources (both in-hand and requested) of other support,
- A copy of your organization's IRS 501(c)(3) letter, and
- Your organization's current total Operating Budget and Audited Financial Statement.

A brochure or newsletter describing your organization's mission, goals, accomplishments, etc. may also be included.

### **Geographic Area Served**

The Foundation awards grants from its discretionary funds for projects serving the City of Arlington.

## **Grant Areas**

### **Quality, Culture, Leisure and Learning Opportunities Funds**

#### **Project Areas:**

##### **Strengthening Children Youth and Families**

**Maximum award \$30,000**

###### **Priorities for grant awards -**

- Develop support systems for children, youth and families
- Nurture learning and growing in infants and young children
- Promote positive youth development
- Impact critical issues which negatively affect children, youth and family development
- Support recreational activities

##### **Parks and Recreation**

**Maximum award \$100,000**

###### **Priorities for grant awards -**

- Facility Upgrades
- Facility maintenance (may include libraries)

##### **Arts and Culture**

**Maximum Award \$20,000**

###### **Priorities for grant awards -**

- Strengthen the artistic capacity of arts and cultural organizations, particularly projects that enhance earned revenue
- Improve access to the arts through community outreach and education

##### **Libraries and Books**

**Maximum Award \$25,000**

###### **Priorities for grant awards -**

- Books
- Reference Materials

##### **Beautification**

**Maximum Award \$15,000**

###### **Priorities for grant awards -**

- Build community through the implementation process and enhance the neighborhood once complete.
- Projects can be on street islands (medians), sidewalks (parkways), walls and entryways visible to the public, park property, library property, and public school campuses.

## **Neighborhoods Fund Project Areas**

### **Safe Neighborhoods**

**Maximum Award \$50,000**

#### **Priorities for grant awards -**

- Public safety capital
- Support lighting projects that can demonstrate a link to community design and crime prevention
- Promote safety around schools
- Support traffic calming plans and implementation when it has a direct effect on public safety

### **Strong Neighborhoods**

**Maximum Award \$50,000**

#### **Priorities for grant awards -**

- Support restoration projects that benefit the entire neighborhood not just the one project
- Foster community involvement through inclusive programs
- Strengthen the organizational capacity of community-based organizations and support their neighborhood revitalization efforts

### **Animal Services**

**Maximum Award \$70,000**

#### **Priorities for grant awards -**

- Support the creation of programs and new animal services
- Promote responsible pet ownership through community outreach and education

### **Environment and Energy Conservation**

**Maximum Award \$70,000**

#### **Priorities for grant awards -**

- Improve the quality of the environment through reduced pollution and waste
- Improve the quality of the environment through energy conservation
- Promote the conservation and restoration of natural areas, habitats and green spaces, and protect wildlife and endangered species
- Provide environmental education to young people and adults

## **Historic Preservation**

**Maximum Award \$20,000**

### **Priorities for grant awards -**

- Foster preservation projects by contributing part of the cost of surveys, comprehensive historic preservation plans, National Register nominations, Texas Historical markers, brochures and educational materials, as well as architectural plans, historic structure reports, and engineering studies necessary to repair listed properties.
- Support Restoration (“bricks and mortar”) development projects that preserve the history of the community.